

Student Record Request Instructions

❖ How to obtain a student transcript from a closed school

The Colorado Department of Higher Education (CDHE) is responsible for the preservation, storage and management of student records from institutions of higher education approved by the Colorado Commission on Higher Education that have ceased operating. The CDHE provides for the release of student transcripts to students that attended closed institutions. Note: The CDHE only has those transcripts from institutions that closed after 2012.

1. The Colorado Department of Higher Education has contracted with Parchment (www.parchment.com) for faster, more economic fulfillment of your transcript needs. Please access the direct link to Parchment highlighted on the page found [here](#).
2. Student transcripts for closed institutions are also available through CDHE. If the institution you attended appears on the list of closed institutions, please complete the Student Transcript Request Form.
3. If the student transcript is available, please indicate if you are requesting an official transcript (\$35) or unofficial (\$15). If an official certified copy of the transcript is requested please provide the school or business to which the transcript is sent on the student transcript request form. Only unofficial transcripts may be sent via fax or email; official transcripts will not be sent electronically.
4. Complete the form and submit with the applicable fees (check or money order) payable to "CDHE" and return to:

Colorado Department of Higher Education
1600 Broadway, Suite 2200
Denver, CO 80202

Tel. (303) 862-3001/Fax: (303) 996-1330

Email: Transcripts@dhe.state.co.us

Do not use this email address to make your request.

5. If the request is being made by a party other than the student, submit a copy of the student release form authorizing the party to obtain the requested information.
6. The Colorado Department of Higher Education cannot guarantee that a student transcript can be found for every student. If student records for your school are no longer available we may be able to assist you by providing a letter verifying that the school was an approved school recognized by the Colorado Department of Higher Education.

